

## Upgrade from a Level 1 to Level 2 license

All Level 1 educators must complete the EYE requirements appropriate to their area(s) of concentration and be eligible for upgrade to Level 2 by the time they have three years of verifiable professional experience in a public, charter or an accredited private school as designated by the EYE program **AND** their Level 1 license expires. Educators holding a license with more than one area of concentration must complete all EYE requirements for each area of concentration.

Educators with licensed experience in Utah prior to January 1, 2003 OR three (3) or more years of licensed Out-of-State experience in a public, charter or accredited private school should complete the following:

- Hold a Level 1 Utah educator License and teach for at least one academic year.
- Complete one year of licensed service in a Utah public or accredited private school
- Receive two professional evaluations in a Utah public, charter or accredited private school with a satisfactory final evaluation
- Complete any additional LEA requirements.
- Have a cleared background/fingerprint check within one calendar year of upgrade; see [www.utah.gov/teachers](http://www.utah.gov/teachers).
- Receive a LEA recommendation for upgrade to Level 2.
- Achieve NCLB HQ status in at least one licensure area, if qualified in any NCLB subject area.
- Provide verification of out-of-state, foreign, or in-state (not posted in CACTUS) years of licensed teaching experience in a public, charter or accredited private school.
- CTE may require additional coursework; contact CTE department at 801-538-7662 for information
- Complete the Ethics Review within one calendar year of upgrade; see [www.utah.gov/teachers](http://www.utah.gov/teachers).
- Complete a 2-hour, LEA-sponsored Suicide Prevention course

### **Early Childhood Education, Elementary Education, Secondary Education, Special Education, Career & Technical Education (CTE) and Library Media Specialist**

- Hold a Level 1 Utah Educator License and teach for three academic years.
- Complete a professional portfolio.
- Receive two professional evaluations per year for three years in a Utah public, charter or accredited private school with a satisfactory final evaluation.
- Achieve a score of 160 or better on ONE of the four Praxis II: PLT tests at the appropriate level of educational preparation; 5621, 5622, 5623, 5624.
- Work with a trained mentor for three years.
- Complete any additional LEA requirements.
- Have a cleared background/fingerprint check within one calendar year of upgrade; see [www.utah.gov/teachers](http://www.utah.gov/teachers)
- Receive a LEA recommendation for upgrade to Level 2.
- Achieve NCLB HQ status in at least one licensure area, if qualified in any NCLB subject area.
- CTE may require additional coursework; contact CTE department at 801-538-7662 for information
- Complete the Ethics Review within one calendar year of upgrade; see [www.utah.gov/teachers](http://www.utah.gov/teachers).
- Complete a 2-hour, LEA-sponsored Suicide Prevention course

### **Speech-Language Pathologist, Speech-Language Technician, and Communication Disorders-Audiology**

- Hold a Level 1 Utah Educator License and teach for three academic years.
- Complete a Professional Portfolio
- Receive two professional evaluations per year for three years in a Utah public, charter or accredited private school with a satisfactory final evaluation.
- Work with a trained mentor for three years.
- Complete any additional LEA requirements.
- Have a cleared background/fingerprint check within one calendar year of upgrade; see [www.utah.gov/teachers](http://www.utah.gov/teachers)
- Receive a LEA recommendation for upgrade to Level 2.
- Complete the Ethics Review within one calendar year of upgrade; see [www.utah.gov/teachers](http://www.utah.gov/teachers).
- Complete a 2-hour, LEA-sponsored Suicide Prevention course

### **Pre-school SpEd (B-5), School Counselor, School Psychologist, and School Social Worker**

- Hold a Level 1 Utah Educator License and teach for three academic years.
- Receive two professional evaluations per year for three years in a Utah public, charter or accredited private school with a satisfactory final evaluation.
- Work with a trained mentor for three years.
- Complete any additional LEA requirements.
- Have a cleared background/fingerprint check within one calendar year of upgrade; see [www.utah.gov/teachers](http://www.utah.gov/teachers)
- Receive a LEA recommendation for upgrade to Level 2.
- Complete the Ethics Review within one calendar year of upgrade; see [www.utah.gov/teachers](http://www.utah.gov/teachers).
- Complete a 2-hour, LEA-sponsored Suicide Prevention course

To see the complete EYE brochure go to <http://schools.utah.gov/CURR/educatoreffectiveness> under "Entry Years Enhancement."

**Renew a Level 2 license;** see [www.utah.gov/teachers](http://www.utah.gov/teachers)

## Frequently Asked Questions

### Where can I find professional learning opportunities?

Check for any professional learning offered by your school district or charter school. All educators can register in the OnTrack system (<http://www.schools.utah.gov/main/>) and search for available offerings. Utah Education Network ([www.UEN.org](http://www.UEN.org)) also offers professional learning opportunities for educators living in Utah. You may also wish to review available workshops or conferences from local and national professional teaching organizations (NCTM, ASCD, UEA, etc.).

### What kind of documentation do I need to renew my license?

The type of documentation depends on the renewal activity. For university or USOE credit you will want original transcripts (official, but not sealed) or a print-out from OnTrack. For conferences or workshops you should keep a certificate of completion (that includes your name) or a conference agenda accompanied by evidence of registration. For paraprofessional, substitute teaching, or volunteer work you need a letter on school or district letterhead signed by an administrator detailing all appropriate hours. Ultimately, the administrator signing off on your renewal has the final say as to whether your documentation is sufficient. Remember, they are putting their signature on your form verifying that you have completed these activities; make sure you have provided them with sufficient documentation to feel comfortable doing so.

### How long do I need to keep my documentation?

License renewals are subject to audit by USOE for up to one calendar year from the date of renewal. Make sure you keep your documentation in a safe and secure place. Failure to respond to an audit request will result in your renewal being rescinded and you may be referred to the Utah Professional Practices Advisory Committee for possible action against your license.

### How do I find a licensed administrator to sign-off on my renewal?

If you are an active educator your renewal must be signed by your administrative supervisor. For most educators this is the principal or vice-principal responsible for your evaluation. If you are an inactive educator we recommend that you contact a local school principal and request an appointment. Remember, if you are inactive, any licensed administrator may sign off on your renewal.

### Why do I need a new background check?

Board rule requires that educators have a cleared background check within 1 calendar year of the date of their renewal. This check ensures that you are included in the BCI database of educators so that USOE is notified if you are arrested. Additionally, it ensures that active educators have reported all arrests to their employing district or charter school as required.

### What is the Educator Ethics Review?

The Educator Ethics Review is a tool designed to help remind educators of their ethical responsibilities under board rule R277-515. The review is a series of questions regarding educator ethics. If you answer a question incorrectly, it provides you with the correct answer and rationale and then you must re-answer the question. To complete the review an educator must answer all the questions correctly. For most educators the Educator Ethics Review should take less than 30 minutes to complete.

### What is OnTrack?

OnTrack is an electronic tool used in Utah to track professional learning courses (including registration, completion, transcripts, etc.) sponsored by USOE or local districts or charter schools.

<http://www.schools.utah.gov/main/>

### What is a Professional Learning Plan?

A Professional Learning Plan is a list of professional learning activities that an educator intends to complete in order to renew his Utah educator license. This plan must be signed by a licensed administrator.

### I was told I couldn't renew my Level 1 license, I have to upgrade. What does this mean?

Educators holding a Level 1 license and that have 3 years of experience in a Utah public or accredited private school are required to complete the Entry Years Enhancement (EYE) program and upgrade to a Level 2 license. If you are an active educator you will want to contact your employing district or charter school for more information. If you are an inactive educator, your only option for renewal would be the Returning Educator Re-licensing program.

### What about a teacher who has attempted the PLT more than once and has not achieved a passing score?

This person may request a one-year extension. At the end of that year, the license expires. There are many tools to help a teacher prepare for testing including ETS study guides, university and district test-taking courses.

### What about a teacher who has had a one-year extension but has not completed the EYE requirements?

After the one-year extension has expired there are no additional routes to maintain the license. The employing charter school or district may choose to provide a letter of authorization or a District/Charter School Specific License at the employer's discretion.

### I'm a new university graduate. What is the status of my license?

Universities forward your packet 1 to 2 months after graduation. When USOE processes your application a file will be created in the CACTUS system.